

COURIER INFORMATION

Sender: _____

Organization / Company: _____

Contact Number: _____

E-mail: _____

Please complete requested information below.

Courier Name: _____

Number of Packages: _____

Waybill Numbers: _____

Scheduled arrival date at The Westin Ottawa: _____

I, hereby authorize The Westin Ottawa to bill all associated charges with the receipt and handling of the packages.

A secure credit card authorization link will be forwarded via email to above e-mail address. Please ensure that e-mail address is legible. Package handling charges will be billed after packages are delivered to the recipient at the Westin Ottawa.

Please fax this form to 613-560-7359 or e-mail to
Suzanne.anderson1@westin.com. For inquiries, please call Suzanne
Anderson at **613-560-7336.**

PACKAGE / PARCEL HANDLING

All packages, parcels, crates and equipment cannot be received by the Hotel more than **48** hours prior to the start of your functions.

All deliveries should include the following information: Name of the Event, date, function room(s) and Hotel contact.

The hotel will not be responsible for loss or damage of any items left in the Hotel. All items left in the Hotel following the last function must be picked up within 24 hours. The Hotel reserves the right to dispose of these packages past this period.

All incoming and outgoing packages are subject to package handling fees.

Weight in Pounds	Receipt and Processing
1-5 lbs	\$7.50
6-20 lbs	\$15.00
21-50 lbs	\$25.00
Over 50lbs	\$50.00
Palettes	\$175.00

There are no storage charges for the first 48 hours prior to an event. If the storage exceeds 2 days, a \$25.00 per package/day and \$100.00 per pallet/day storage fee will be added.

LEAVE NOTHING BEHIND

At The Westin Ottawa, we are truly committed to sustainability, and are continually looking for ways to lessen our environmental impact.

For this reason, we have adopted a “Leave Nothing Behind” policy for all exhibitors.

We ask that you please utilize the recycle bins provided to divert as much waste as possible from our local landfills. Please use the waste bins only for items that cannot be recycled, and we ask that you do not leave any waste behind on your way out.

Thank you for supporting our Green initiatives.



THE WESTIN

OTTAWA

PACKAGE LABEL

RECIPIENT (Last Name, First Name):

Organization/Company Name:

Address:

The Westin Ottawa
c/o Suzanne Anderson
Catering / Conventions Services
11 Colonel By Drive
Ottawa, On K1N 9H4

Recipient's contact number:

DELIVERY DETAILS:

Name of Event:

Date of Event:

Where is the delivery required?

☐ Booth

☐ Function Room

☐ Guest Room

Please specify the name of the function room or booth number if known.

Date Required:

Time Required:

Total Weight of Shipment: ☐ lb. ☐ kg.

SENDER (Last Name, First Name):

Company Name:

Contact Number:

Fax Number:

E-mail:

Please complete the necessary information legibly and attach onto each one of your packages. (This form can be sent by e-mail.)

A charge for receiving, processing, storing, coordinating with your event and delivering your package/s will be added to your guestroom account or a master account. A signature is required for packages delivered to Function Rooms, Guestrooms or Exhibit Booths. If the recipient is not available, please review the Signature Waiver statement below.

Signature Waiver: Please deliver my package/s to the location specified above, at the time specified above. In the event that there is a shortfall of any kind, I understand that The Westin Ottawa will do their best to ascertain the reasons, but agree that The Westin Ottawa will not be held responsible for such shortfall.

SIGNATURE

NAME

DATE

THE WESTIN

OTTAWA

Shipping out your exhibit materials:

Please ensure that you **fill out all required fields** on the way-bill form including contact information. We can provide you with a way-bill if needed. (Fedex, Purolator, UPS). Please call 613.229.5507 from any house phone in the hotel.

You must indicate "Bill to Recipient" (or a third party), then:

1. **Bill to Credit Card** - enter credit card information (please print clearly)
2. **or Bill to Account** - enter account number (please print clearly).

The Westin Ottawa is not responsible for any charges associated with the package.

If you are shipping to the U.S. you will need 3 copies of a completed commercial invoice for customs clearance purposes. We can provide this if you do not have one.

Please fill out the shipment way-bills so they are FROM:

YOUR NAME and Telephone Number
Westin Ottawa Loading Dock
11 Colonel By Drive
Ottawa, ON K1N 9H4

Leave nothing behind:

The Westin Ottawa will provide exhibitors with Recycling and garbage bins for your move out.

When your materials are ready for shipment please leave your items in your booth and we will bring your materials to the loading dock.

We hope you enjoyed the event!

Executive Meeting Specialists
ext. 444